DD/A Registry

78-2921/8
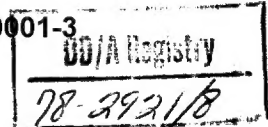
4 DEC 1978

DD/A Registry
File *Meetings*

MEMORANDUM FOR: Director of Communications
                        Director of Data Processing
                        Director of Finance
                        Director of Logistics
                        Director of Medical Services
                        Director of Personnel
                        Director of Security
                        Director of Training
                        Chief, Information & Privacy Staff
                        Chief, Information Systems Analysis Staff
                        Equal Employment Opportunity Officer

FROM   :   John F. Blake
                     Deputy Director for Administration

SUBJECT   :   Directorate Office Management Conferences
                     January 1979

REFERENCE :   Memo for Off. Dirs/Staff Chiefs fm DD/A
                     dtd 27 Jul 78, subj: Directorate MBO
                     Program for FY 1978 & FY 1979 (DDA 78-2921)

     1.   This memorandum forwards the schedule for the January
MBO Conferences on regular objectives and on ADP objectives
for the reporting period 1 October through 31 December 1978.

     2.   The MBO Conferences on regular FY 1979 objectives
will review the status of those objectives and, in addition,
will include a review of the status of the implementation of
the Director's new personnel initiatives. The manner in which
these initiatives are reviewed is left to the discretion of
the reviewer.

     3.   The MBO Conference on ADP FY 1979 objectives will
follow the format established at the October ADP Conference
in that the Office Directors and Staff Chiefs will present
the joint reports on these joint ADP objectives. All Office
Directors are requested to attend, even those who do not have
ADP objectives this year.

SUBJECT: Directorate Office Management Conferences
          January 1979

     4. In preparation for these conferences, the following
are requested:

          a. For the conferences on regular objectives,
     please submit at least five working days before the
     conference to the DD/A through the Management and
     Assessment Staff six copies of the updated action
     plan and status report for each objective, and

          b. For the conference on ADP objectives, please
     submit by 29 December 1978, an updated action plan
     for each objective accompanied by a status report
     and a one-page briefing paper based on the status
     report. This was the reporting format used at the
     preceding conferences. It is requested that one
     copy of each of these forms be forwarded to Chief,
     Management and Assessment Staff, Room 7D18 Headquarters,
     and to Chief, Management Staff, ODP, Room 2D0105
     Headquarters, Attn: ███████████   STATINTL

                              /s/ Michael J. Malanick
                                  John F. Blake

cc: AI/DDA w/att
     C/MS/ODP w/o att

Attachment:
  January Conference Schedule

Distribution:
  Orig - D/CO w/att
     1 - Other Adsees w/att
     1 - AI/DDA w/att
     1 - C/MS/ODP w/o att
     X - DDA Subj w/att
     1 - DDA Chrono w/o att
     1 - JFB Chrono w/o att
     2 - DDA/MAS Subj folders: reg & ADP, w/att
     1 - DDA/MAS Chrono w/o att
         Att Only - O/Compt, ███████████   STATINTL
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DDA MANAGEMENT CONFERENCES
REGULAR OBJECTIVES
JANUARY 1979

OFFICE	DATE	TIME
OC*	15 January	1330
ODP*	16 January	1330
OP*	18 January	1330
OL*	19 January	1330
ISAS*	22 January	1330
EEO	23 January	1330
IPS	24 January	1530
OTR*	26 January	1330
OS*	29 January	1330
OF*	30 January	1330
OMS*	31 January	1530

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ADP OBJECTIVES

15 January	1030-1200

*Attend ADP Management Conference

27 JUL 1978

MEMORANDUM FOR: Director of Communications
                 Director of Data Processing
                 Director of Finance
                 Director of Logistics
                 Director of Medical Services
                 Director of Personnel
                 Director of Security
                 Director of Training
                 Chief, Information & Privacy Staff
                 Chief, Information System Analysis Staff
                 Equal Employment Opportunity Officer

FROM   : John F. Blake
               Deputy Director for Administration

SUBJECT   : Directorate MBO Program for FY 1978
               & FY 1979

        1. The MBO Schedule which is attached signals the
beginning of the Directorate's FY 1979 Management by
Objectives (MBO) Program and the wrap-up of the FY 1978
Program.

        2. Our FY 1979 MBO Program will concentrate on two
Directorate management goals:

        a. Enhance Information Management

            This goal recognizes that the responsibilities
for information handling and for optimizing the use-
fulness of that information rests primarily on the
line managers (users) who make the decisions spanning
the entire life cycle of an information system from
the initial requirements until its replacement or
termination. The Directorate will undertake specific
activities to improve skills by user offices in the
management and use of information systems supporting
these activities.

SUBJECT: Directorate MBO Program for FY 1978 & FY 1979

b. Ensure the Maximum Utilization of Our Personnel Resources

This goal recognizes that the basic responsibility for the management, supervision and career development of our personnel rest with the managers. The Directorate must ensure that the <u>skills</u> of our personnel are being fully utilized---that the organization of our personnel resources is the best to meet current and projected requirements---that specific action is taken to see that our personnel are being provided with the opportunities and counseling necessary to meet both their own <u>training</u> goals as well as those of his or her career service, particularly as outlined in Parts I and II of the Personnel Development Plan (PDP).

3. Each Office should review its activities and plans for identification and development of at least one objective under each of these two Directorate goals. Although these objectives will be deemed the priority objectives of the Directorate, Office Directors and Staff Chiefs are expected also to recommend objectives that are responsive to other implicit Directorate or Office goals.

4. The MBO Schedule provides for the submission of proposed objectives to the DDA on or before 1 September 1978. Please forward, through the Management and Assessment Staff, proposed objectives in the format illustrated by Attachment 2. That format provides for:

a. Identification number (see Att 2) and short title

b. Type (regular or ADP)

c. Statement of objective

d. Comment or description if needed to clarify the objective

e. Coordination with other Offices

f. Goal

SUBJECT: Directorate MBO Program for FY 1978 & FY 1979

5. The MBO Schedule anticipates review and approval of FY 1979 objectives by the DDA during the month of September for implementation on 1 October. No formal review meeting between the DDA and Office Directors on the proposed FY 1979 objectives is required. However, an individual review can be arranged if desired.

6. Although action plans need not be submitted with the proposed objectives, it is recommended that each Office tentatively outline an action plan at the time the objectives are formulated. The action plans will be reviewed at the October 1978 Conferences following the final review of the status of the FY 1978 objectives. To assist Offices in the development of action plans, attached is a copy of "Guidelines for Writing Objectives and Action Plans."

7. MBO Conferences on regular FY 1979 objectives will be held on a quarterly instead of a bimonthly basis. A portion of the time allotted for each MBO Conference on regular objectives will be reserved for the Office to report on its progress toward the implementation of the Director's new personnel management initiatives. The specific reporting requirements for this part of the conference are still to be worked out and will be provided at a later date.

8. Separate MBO Conferences on ADP objectives will be held quarterly as in FY 1978 with attendance limited to the Office Directors and the Assistant for Information. Conference agenda will follow the pattern established in FY 1978.

9. During October, conferences will be scheduled with each Office for evaluation of its missions and functions, preferably by the use of positive indicators. It is suggested that special emphasis for the 1978 Evaluation Conference with the Division Chiefs be placed on one of the three FY 1978 Directorate goals--effectiveness, proficiency or information handling.

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10. MAS personnel are available on extension ▇▇ to provide assistance requested by the Offices.

John F. Blake

cc: AI/DDA w/atts

Attachments:
1. MBO Schedule
2. Format for Proposed FY 79 Objectives
3. "Guidelines for Writing Objectives and Action Plans"
4. Format for Status Reports